

# Registering a Withholding Film Tax Account

## Steps:

1. Navigate to the Georgia Tax Center (GTC) website (<https://gtc.dor.ga.gov>)
2. Under the **For Businesses** panel, click the **Register a new GA business** hyperlink

Georgia Tax Center (GTC) is a secure electronic customer self-service portal that allows you to manage your taxes online.

**LINKS**

- Georgia Department of Revenue
- Instructions/Videos
- Frequently Asked Questions
- GA Trucking Portal

**FOR BUSINESSES**

- Register a new GA business**
- Make a quick payment
- Protest a proposed assessment
- Appeal to the GA Tax Tribunal
- Request a waiver of penalty
- Submit documentation
- Exempt Wine Permit for Churches

**FOR INDIVIDUALS**

- Where's my refund?
- Make a quick payment
- Protest a proposed assessment
- Appeal to the GA Tax Tribunal
- Request a waiver of penalty
- Submit documentation
- Receive 1099G electronically
- Take identity verification quiz
- Register a new permit account
- Request a customs letter

**LOGIN FOR FULL ACCESS**

What can I do inside GTC?

Username

Required Password

Forgot your password?

Authorization Code

Login Sign up

Find an existing request

3. Click the **Click to register your new business** hyperlink

Submit Cancel

**REQUEST DETAILS REGISTER YOUR NEW GEORGIA BUSINESS**

**REQUEST TO REGISTER A NEW GEORGIA BUSINESS**

**GA Determine Your Eligibility**

- You are not yet a registered taxpayer.
- You intend to do business in Georgia.

**GA Gather Your Information**

- Social Security Number (SSN) or Federal Employer ID Number (FEIN).
- Business Address.
- Commence dates for your accounts.
- Contact information for your Business Officer(s).

Click to lookup NAICS code(s).

Click to apply for an FEIN.

**GA Submit Your Request**

- Click to register your new business.
- Once you submit your request you will receive an e-mail with the authorization code you will need the first time you login to GTC.
- Click if you are already a registered Georgia taxpayer.

4. Click the **Step 1** hyperlink to provide your business information. Select the **Business Type**; enter the business' **Legal Name**, the **DBA** (if applicable), and the **FEIN**. Click the **OK** button

The screenshot shows the Georgia Department of Revenue website interface. On the left is a navigation menu with links for Home, Help, Request, and Attachments. The main content area is titled 'REQUEST DETAILS' and 'REGISTER YOUR NEW GEORGIA BUSINESS'. A red box highlights a modal window titled 'Step 1: Click to provide your business information.' Inside this modal, there are input fields for 'Business Type' (set to 'Subchapter S Corp.'), 'Legal Name' (set to 'WITHHOLDING FILM'), 'Doing Business As Name' (empty), and 'FEIN' (set to '01-2345678'). There are 'OK' and 'Cancel' buttons at the bottom of the modal.

5. Click the **Step 2** hyperlink to enter the **business location address** and **contact information**. Click the **OK** button

The screenshot shows the same Georgia Department of Revenue website interface, but now Step 1 is completed and Step 2 is active. The modal window is titled 'Step 2: Click to provide your contact information.' It shows the business name 'WITHHOLDING FILM TAX, FEIN: 01-2345678' and the address '1800 CENTURY BLVD, ATLANTA, GA, 30345-0000'. Below this, there are input fields for 'Country' (set to 'USA'), 'Street' (set to '1800 CENTURY BLVD'), 'Unit Type/Unit' (empty), 'City' (set to 'ATLANTA'), 'State/Zip' (set to 'GEORGIA 30345-0000'), and 'County' (set to 'DEKALB'). There are also fields for 'Phone' (set to '(404) 888-8888'), 'Fax' (empty), 'E-mail' (set to 'efile@dor.ga.gov'), and 'Confirm E-mail' (set to 'efile@dor.ga.gov'). A checkbox 'Is your mailing address the same as your business address?' is checked. There are 'OK' and 'Cancel' buttons at the bottom of the modal.

6. Click the [Step 3](#) hyperlink and place a checkmark in the **Withholding Misc Film** checkbox. Click the **OK** button

Georgia

Menu  
Home  
Help

Development Toggle Log  
RunDate: 27-Mar-2013

Navigation  
Home  
Request

Attachments Add

Customer Service  
The Department of Revenue strives to continuously improve its service to you, and welcomes your feedback. We would appreciate your time and help by taking a brief survey telling us how we can improve our services.

FASTER, FRIENDLIER, EASIER.

REQUEST DETAILS REGISTER YOUR NEW GEORGIA BUSINESS

Click to view request details.

✓ Step 1: Click to provide your business information.  
Name: WITHHOLDING FILM, FEIN: 01-2345678

✓ Step 2: Click to provide your contact information.  
1800 CENTURY BLVD, ATLANTA, GA, 30345-0000

! Step 3: Click to select accounts to register.

Select the account(s) you are registering.

Sales and Use	<input type="checkbox"/>
Prepaid Wireless 911 Charge	<input type="checkbox"/>
Payroll Withholding	<input type="checkbox"/>
International Fuel Tax	<input type="checkbox"/>
Alcohol	<input type="checkbox"/>
Tobacco	<input type="checkbox"/>
Coin Operated Amusement Machine	<input type="checkbox"/>
Motor Fuel Distributor	<input type="checkbox"/>
Withholding Misc Film	<input checked="" type="checkbox"/>
Non-Resident Distribution Withholding	<input type="checkbox"/>

OK Cancel

7. Click the [Click to enter your Withholding Misc Film Start Date](#) hyperlink. Select the **Account Start Date** and click the **OK** button

Georgia

Menu  
Home  
Help

Development Toggle Log  
RunDate: 21-Mar-2013

Navigation  
Home  
Request

Attachments Add

REQUEST DETAILS REGISTER YOUR NEW GEORGIA BUSINESS

Click to view request details.

✓ Step 1: Click to provide your business information.  
Name: WITHHOLDING FILM TAX, FEIN: 01-2345678

✓ Step 2: Click to provide your contact information.  
1800 CENTURY BLVD, ATLANTA, GA, 30345-0000

✓ Step 3: Click to select accounts to register.

! Click to enter your Withholding Misc Film Start Date

Select Withholding Misc Film Account Start

Account Start 01-Apr-2013

OK Cancel

8. Click the **Step 4** hyperlink to provide additional information about the business. Enter the **Incorporation Date** (if applicable). Read the **Did your business:** section and place a checkmark in the checkboxes that apply to your business. Click the **Click to Enter your Officers and/or Responsible** hyperlink

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Menu  
Home  
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RunDate: 27-Mar-2013

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REQUEST DETAILS REGISTER YOUR NEW GEORGIA BUSINESS

Click to view request details.

✓ Step 1: Click to provide your business information.  
Name: WITHHOLDING FILM, FEIN: 01-2345678

✓ Step 2: Click to provide your contact information.  
1800 CENTURY BLVD, ATLANTA, GA, 30345-0000

✓ Step 3: Click to select accounts to register.  
Click to enter your Withholding Film Start Date

Withholding Film Quarterly use

Step 4: Click to provide additional details

Provide additional information about your business.

Incorporation Date  Country USA

State of Incorporation GEORGIA

Did your business: (Check all that apply)

Acquire all or part of another business? ☐

Result from a change in legal structure? ☐

Undergo a merger, consolidation, dissolution, or other restructuring? ☐

If you checked any of the above, list previous State Tax Identification #

List the Executive(s) responsible for day to day operation of this corporate entity.

Click to Enter your Officers and/or Responsible Parties

0 Officers declared

0 Responsible Parties declared

Enter your NAICS code(s). [Click to lookup NAICS code\(s\).](#)

Primary NAICS Code  Secondary NAICS code

OK Cancel

9. Click the **Add a Record** tab

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REQUEST DETAILS REGISTER YOUR NEW GEORGIA BUSINESS

Officers and Responsible Parties + Add a Record

Owner Type

Effective Date

Cease Date

Business Name

Business STI

First Name

Last Name

Middle Initial

SSN

Confirm SSN

Street

City

State

ZIP Code

County

Country

Phone #

Is this Officer a Responsible Party?

Email

Confirm Email

Job Title

Sales and Use Accounts

Prepaid Wireless Accounts

Withholding Accounts

10. Select the **Owner Type**; enter the **SSN** and **Name**; select the **Effective Date**. Click the **OK** button

Officers and Responsible Parties Record 1 + Add a Record Delete this Record

Is this an Officer, Responsible Party, or both? Officer  
Owner Type Officer

Enter your Officer and/or Responsible Party Information

**Individual**

SSN \*\*\*-\*\*-5678  
Confirm SSN \*\*\*-\*\*-5678  
First Name GEORGIA  
Middle Initial  
Last Name TAXPAYER

**Business**

Business STI  
Business Name

**Responsible Party Information**

Email  
Confirm Email  
Job Title  
Sales and Use Accounts  
Withholding Accounts  
Prepaid Wireless Accounts

**What is a Responsible Party?**

Under section 48-2-52 of the Official Code of Georgia Annotated,  
- corporation officer or employee,  
- limited liability company member, manager, or employee,  
- limited liability partnership, partner, or employee  
may be held personally liable for unpaid sales tax, withholding tax, and 911 charges on prepaid wireless services assessed against such corporation, limited liability company, or limited liability partnership.

**Address Information**

Street  
City State Georgia ZIP Code  
County Country USA Phone #

**Effective Dates**

Effective Date 01-Apr-2013 Release Date

OK Cancel

11. Enter the **NAICS code**. If you do not know the NAICS code, click the hyperlink [Click to lookup NAICS code\(s\)](#). Click the **OK** button

Georgia

Menu  
Home  
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FASTER. FRIENDLIER. EASIER.  
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REQUEST DETAILS REGISTER YOUR NEW GEORGIA BUSINESS Submit Cancel

Click to view request details.

Step 1: Click to provide your business information.  
Name: WITHHOLDING FILM, FEIN: 01-2345678

Step 2: Click to provide your contact information.  
1800 CENTURY BLVD, ATLANTA, GA, 30345-0000

Step 3: Click to select accounts to register.  
Click to enter your Withholding Misc Film Start Date  
Withholding Film Quarterly use

Step 4: Click to provide additional details

Provide additional information about your business.

Incorporation Date Country USA  
State of Incorporation GEORGIA

Did your business: (Check all that apply)

Acquire all or part of another business?  
Result from a change in legal structure?  
Undergo a merger, consolidation, dissolution, or other restructuring?

If you checked any of the above, list previous State Tax Identification #

List the Executive(s) responsible for day to day operation of this corporate entity.  
Click to Enter your Officers and/or Responsible Parties  
1 Officers declared  
0 Responsible Parties declared

Enter your NAICS code(s).

Primary NAICS Code 512199 Required  
Secondary NAICS code

Click to lookup NAICS code(s).

OK Cancel

12. Click the [Step 5](#) hyperlink to create a GTC login. Enter your **Login ID**, a **Password**, and **Security Question** and **Answer**. Click the **OK** button

Create a login ID and password for GTC.

Desired Login ID: georgia30

Choose a Password: .....

Confirm Password: .....

You will be asked the following if you forget your password.

Security Question: What is your favorite animal?

Answer: ...

Confirm Answer: ...

Required

OK Cancel

Step 5: Click to create GTC login.

13. Review the request and click the **Submit** button. Click the **Yes** button to confirm

REQUEST DETAILS REGISTER YOUR NEW GEORGIA BUSINESS

Click to view request details.

Step 1: Click to provide your business information.  
Name: WITHHOLDING FILM, FEIN: 01-2345678

Step 2: Click to provide your contact information.  
1800 CENTURY BLVD, ATLANTA, GA, 30345-0000

Step 3: Click to select accounts to register.

Are you sure you want to submit this request?

Yes No

14. Write down the **confirmation number** or **Print** the confirmation page for your records

Request Information

Status: Pending...

Confirmation Number: 1-578-869-600

E-mail: efile@dor.ga.gov

Request Title: New Customer Registration

Submitted: 27-Mar-2013

CONFIRMATION

Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code is 4JG451

Once your registration is processed, you will be sent an official confirmation email from the Georgia Department of Revenue notifying you that your registration is complete. Your logon information for Georgia Tax Center (GTC) and new Georgia Tax Identification Numbers are contained in this email.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Ok Print Confirmation